

UNLEASH THE POWER OF YOUR BUSINESS!

When the workload exceeds your capacity, clear thinking goes out the window. This worksheet helps users step back, assess their current reality, and make smart, sustainable decisions — even under pressure. The goal is to regain control when everything feels urgent.

This isn't a planning tool for a normal week — it's a **triage tool** for a week that's *anything but normal*.

Step 1: Acknowledge the Overload

Prompt: What's making this week so overwhelming?
(List big commitments, deadlines, personal obligations, or unexpected challenges.)

Step 2: Reality Check

Prompt: How many *realistic* focused work hours do I actually have this week?

- ☐ 10 hours or fewer
- ☐ 11–20 hours
- ☐ 21–30 hours
- ☐ More than 30 hours

Step 3: Apply the “Triple-M” Filter

Instructions: Categorize each major task/project based on the following:

Task or Project (Continue on another sheet as needed.)	MISSION (Has to be done now)	MOMENTUM (Keep moving, but not urgent)	MINIMUM (Can pause, cancel, or decline)
•	☐	☐	☐
•	☐	☐	☐
•	☐	☐	☐

Step 4: Final Moves

Prompt: Now that you've sorted tasks:

- Which 1–2 MISSION tasks will you focus on first?

• What will you reschedule, pause, or hand off?

• What will you deliberately decline this week?

Closing Encouragement: *Overwhelm thrives in chaos. Clarity thrives in structure. This isn't about doing it all — it's about doing what matters most.*